

MEETING NOTES

Project Title: Chanate Campus Development
Project #16015

Pre-Proposal Conferences 1 & 2
Conference #1 Wednesday, 3/2/16, 9:00 am
Conference #2 Thursday, 3/31/16, 1:00 pm
Chanate-Health Services Administration Building

Sonoma County Facilities Development and Management (FDM)

2300 County Center Drive, Suite A220
Santa Rosa, CA 95403
(707) 565-2550 fax: (707) 565-3240

Attendees

See attached sheets for list of attendees.

Any comments or corrections regarding these meeting notes are to be submitted to the FDM by 4/14/16, after which these notes will constitute the final record of this meeting.

Notes

Welcome/Introduction

Caroline Judy, Director of General Services, County of Sonoma - introduces County team, presents project process, and Board of Supervisor objectives.

- Keith Lew-General Services Deputy Director-manager of General Services architecture/facilities division, capital programs and maintenance.
- Toni Holland, Senior Capital Project Manager, County of Sonoma – project manager throughout RFP proposal and development process.
- Libby Seifel, consultant, from Seifel Consulting – working with County and Board of Supervisors on RFP process.

A high level of interest exists from the Board of Supervisors regarding this property at Chanate, and the opportunities it can provide the County. An Ad Hoc Committee was formed which engaged the community on potential uses for the site, means to address the community needs and priorities, and best uses for the property.

Board of Supervisors priorities for the site include:

- Meet the County's need for diverse housing
- Enhance open space and recreation uses.
- Honor Chanate's tradition as a healing center for the community, and its rich cultural resources.
- Improve access to County services, by consolidating and relocating existing services at Chanate, to other County property locations.
- Desire for a fair rate of return, and generate revenue from the site
- Work with the City of Santa Rosa to expedite development and construction of potential new housing at the site.

Overview of Project (by Toni Holland)

Chanate campus is located in northeast Santa Rosa, off of Mendocino Ave. The campus is approximately 117 acres, and is divided by Chanate Road. Paulin Creek crosses the southern part of the site, and a drainage swale is located in southeast section. A 9 acre section from the Open Space District is located south of Chanate Rd, and a 26 acre section from the Water Agency. The historic cemetery located in the southwest section of the site needs to be maintained.

A site plan was distributed in today's meeting (and in the RFP), that identifies parcels, AP numbers, and existing buildings on site. A Building Detail legend identifies buildings that are occupied, and those that are vacant. There are approximately 187,000 sq/ft of vacant facilities onsite. North of Chanate Rd is the hospital, which has been decommissioned and is no longer occupied. Approximately 200 County employees are still working on the Chanate campus, along with non-profits such as the Wellness Center, the Bird Rescue Center, and the Residential Support building. The RFP identifies the tenants intending to remain on site, and those to be to be relocated.

The County has gathered historical information, and some investigations have been performed on site. The geo-tech investigations found fault traces running through the site, and is identified on the map contained in Attachment 4: Seismic Evaluation Phase 2 Report with red vertical lines. Thorough geo-tech investigations are still required as part of the development process. A Phase 1 Environmental Site Assessment was completed for the site and Cultural Resource Survey which are all available at the County website:

<http://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/Chanate-Complex/Evaluation/>

Development Process (by Libby Seifel)

In order to develop objectives for Chanate campus, the County reached out to the community. A public meeting occurred last October 2015, and approximately 200 people attended. Concerns expressed included:

- Types of housing and commercial development
- Traffic impacts on the neighborhood and related to Hidden Valley School
- Preservation of the historic cemetery and history of site
- Preservation of open space and availability for recreation
- Potential environmental impacts

County developed a project website to communicate information to the public regarding the project, and allow them to provide direct feedback.

<http://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/Chanate-Complex/>

The website also includes notes from the October community meeting.

http://sonomacounty.ca.gov/_templates_portal/Page.aspx?id=2147508937

Approximately 300 people have been added to the project email contact list, including affordable housing advocates, representatives of the homeless and those receiving services at Chanate campus.

The master plan may include single-family ownership housing as one of the most likely revenue producing uses for the property. Development of the site may include potential private ownership by future homeowners, which may not be best accomplished via a long-term ground lease on the entire property. Since the County could consider selling the property, or significant parts of the property, all public agencies and non-profits were notified who would be potentially interested in purchasing property. The Surplus Property Notice was sent out last October 2015, and no responses were received. The County is now free to sell the property, or dispose a portion of it in combination with a ground lease. The County is interested in receiving long-term revenues from the site. The Surplus Property Notice is on the project website.

<http://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/Chanate-Complex/Surplus-Property/>

Major Development Objectives

The County's major development objectives are included in Exhibit 1 attached to the RFP. Some objectives include:

- To develop a transition plan that will support the County's consolidation of facilities, and transition existing County services off the property.
- Master plan of entire property – "holistic development"
- Fair return for County and Developer
- Expedited development and construction of new housing, including 20% affordable housing.

Conceptual Development –Constraints/Considerations:

- Open space areas owned by the Water Agency and Open Space District, are to remain open space.
- The historical cemetery in the southwest portion of the site needs to be preserved.

- Archaeological remains of local native tribes have been found on the eastern portion of the site.
- Possible fault traces will impact development. Further analysis of seismic conditions will need to occur.
- Steep topography exists at south end of site.
- County plans to continue to use the Morgue and Public Health Lab (in rotunda building). County is open to relocation, at the Developer's cost.
- Developer to include existing hospital site in master plan. Some portions of hospital, such as historic facades, may be preserved, although the County's studies indicate this may be costly. Documents in RFP address condition of hospital buildings. County plans to work with Developer on plans for hospital site.

Conceptual Development – Potentials:

- Create a village center with small commercial space appropriate to the neighborhood
- Create higher density housing near Chanate Rd
- Upgrade existing trails on property for bicycle and pedestrian access, and provide access to open space areas from Chanate Rd.
- Create a parallel internal road within the southern area of Chanate to access potential development areas and enhance emergency access
- Create a set-back along existing creek running through south section of site.

Major Planning Objectives

County's Major Planning Objectives reviewed with City of Santa Rosa, and included in Exhibit 1 of RFP, address the following:

- Mixed-use community
- Quality of life
- Housing mix
- Small commercial village center
- Healthy and safe neighborhood
- Improved connectivity and transportation
- Open and recreational improvements
- Interconnect streets and trails
- Cultural and historical resources
- Place-making and livability
- Natural and built environment
- Sustainability

Master Plan Process

- Chanate is currently zoned Public Institutional.
- A Master Plan needs to be developed to determine the appropriate mix and intensity of land uses
- Developer to create a master plan in collaboration with the County, and review by City of Santa Rosa.
- Community outreach needs to be included throughout master plan process.
- County will work with Developer through land use entitlement and environmental review process.

Entitlement Process

Modifications to land use require City of Santa Rosa approval since Chanate lies within the City's boundaries, and the County's land use designation references the City's General Plan. Also, the City of Santa Rosa will be the lead agency for environmental review, and will be providing utility services to the site. There are also existing water and sewer credits that can be applied to this new development at Chanate.

The City of Santa Rosa will be very engaged in the master plan process. During the City's preliminary development review process, the County and Developer would meet with City department heads to get input and feedback on the proposed plan. A key objective of the City of Santa Rosa is to build more housing, and are looking to the Chanate project to accomplish this objective.

The master plan will be used for the environmental review and land use approval process. The RFP requires developers to provide a "proposed approach" to the master plan, community outreach and development approval process. Since the County understands that a firm financial proposal cannot be made without additional detail on the actual development potential of the property, the County is looking for Developers to provide a framework based on previously completed projects, and a proposal regarding how revenues would be shared between the County and the Developer. Developers to identify costs they expect the County to incur, as well as the revenues that are expected for the County.

Proposed Preliminary Development Approach

- Description of how the Developer would approach the proposed master plan and community outreach process. (Provide examples of successful strategies previously used.)
- Design and implementation of an affordable housing program that would provide new housing of different types and mixed levels of affordability to address the County's diverse housing needs – seniors, veterans, students, formerly homeless, and those in the workforce.
- Proposed agreement structure and financial proposal that will best align Developer interests and County interests in order to accomplish holistic development of the Chanate Campus.

The County is interested in a long-term stream of revenue from the property. The proposal can address both revenues to the County, as well as costs by the developer and the County to develop the property. The County is open to considering different strategies to accomplish this goal.

The proposals are to include a clear approach about how best to incorporate affordable housing for the site. The County is willing to consider a ground lease at little or no cost to the developer on land to be used for affordable housing.

Developer Responsibilities

- Provide County a fair return for the property, which may occur over time or in phases. (To meet 20% affordable housing goals, a portion of the property may include a low cost ground lease.)
- Provide County a \$50,000 non-refundable deposit prior to signing Exclusive Negotiation Agreement.
- Prepare master plan in collaboration with County.
- Negotiate and execute a Development and Disposition Agreement with the County. The County owns the property, but the entitlement will be through City of Santa Rosa.
- Secure necessary funding and resources to execute project.
- Design, permit, and construct improvements under jurisdiction of City of Santa Rosa.

County Responsibilities

- County is very committed to project, and will use all resources to move forward with master plan. (County understands that lot line adjustments may be required by Master Plan.)
- County to enter into Exclusive Negotiation Agreement & Development Disposition Agreement with Developer as expeditiously as possible
- Assist with community outreach, and collaboration with the City of Santa Rosa
- Develop and implement a relocation plan for facilities currently occupied
- Manage and maintain facilities until the Development Disposition Agreement is executed, and continue to manage and maintain facilities actively used by County after DDA
- Assist to facilitate entitlement and environmental review process

RFP Schedule

The County is open to ways to accelerate this schedule.

February 2016	Release of Request for Proposal (RFP)
May 5, 2016	Developer Responses Due.
May – Aug 2016	Proposal review and evaluation, qualify developers, proposal refinement and developer selection
Sept 2016 – Jan 2017	Negotiations with selected developer and due diligence
February 2017	Board adoption of ordinance awarding project to the selected developer Begin Master Plan Process

As articulated in the Multi-Phase RFP (see Section VIII-C), the County may follow two alternative approaches regarding the ultimate selection of the Developer depending on the responses to the RFP. Depending on the approach, the above timeline might be shortened.

Criteria to Evaluate RFP

- Quality, creativity, clarity and completeness of the proposed development approach.
- Proven experience and expertise in developing high-quality, sustainable mixed-use and mixed income developments of similar scope and scale, particularly in the Bay Area and California.
- Demonstrated understanding of local housing needs in Sonoma County plus proven capacity to secure funding, develop and manage well-designed housing that is affordable to a broad range of community residents.
- Success in planning, development and timely completion of comparable projects.
- Evidence of financial capacity to develop the property and undertake its holistic development
- Responsiveness of the proposed development approach, measured by how well it meets the development objectives outlined in Exhibit 1. Any concerns with development objectives are to be included in response.

RFP Submittal Requirements

1. Cover Letter – an “executive summary” of the proposal
2. Development Team Description and Qualifications – has page limit, but may supplement with attachments
3. Representative Experience and References – to include 3 representative case studies
4. Evidence of Financial Capacity – can submit information under separate cover
5. Preliminary Development Approach – will not be shared with other competitors through this process, until a Developer has been selected. An addendum will be issued, noting that this section can also be submitted under separate cover.
6. Completed Attachment C Forms

Next Steps

- In order to submit a proposal, one needs to be registered on the County’s Purchasing portal. Instructions to register on County portal can be found here...
<http://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/Chanate-Complex/Repurposing--Requests-for-Proposals/>
- Chanate RFP proposals to be submitted in hard & electronic copies per instructions in the RFP.
- Questions can be submitted on commentary section of procurement site, or email questions to Toni Holland at Toni.Holland@sonoma-county.org
- All questions and answers will be included in Addendum, as well as list of attendees at today’s meeting.

General Questions 1 thru 9 from Pre Proposal Conference #1

1. Describe the relationship between County and City of Santa Rosa regarding this project.
County met with Department Heads at the City and discussed the planning process. The City is interested in being proactive throughout the process, and are fully committed to expedite the process. Representatives from both the County and City will be on the selection committee.
2. Is there an understanding between the City of Santa Rosa and the County on who will receive the affordable housing credits?
It is not yet understood who will receive the affordable housing credits, though the project is technically within the City of Santa Rosa.
3. How important is the sustainability element of this project to the City and County?
Sustainability is very important to the City of Santa Rosa and the County. The planning objectives were designed to address the sustainability component, such as including multi-family housing. It is also important to encourage alternate modes of transportation through the site with public transit, bike, and pedestrian access in the plan's circulation.
4. What is County's best estimate to complete master planning process and entitlement process?
Approximately a year process - 6 months to complete various technical investigations, as well as time for planning and design. The site is located within the Alquist Priolo Special Studies zone, and an evaluation will need to occur which is likely to be expensive. The County has performed some preliminary traffic evaluations, and findings can be provided upon request. The evaluation of the cultural and historic resources, the hydrology and topography are not expected to take much time.

Environmental mitigation measures are expected to be completed in order to demolish the existing hospital. Lead paint, and asbestos are likely to be found at hospital.

5. What is the County's best estimate of cost to complete geo-tech investigations?
The cost of additional seismic studies have not been estimated by the County. Geotechnical specialists and engineers, including those who attended both Pre-Proposal Conferences, have indicated that the cost could be several hundred thousands of dollars depending on the extent of anticipated development and trenching that needs to be done. There is much historical information, but more trenching will be required. The City's Public Works, Building Department, and Community Development are expected to be involved in the project, once the Developer has been selected. Developers will need to consider these costs as they would for any private development in our seismically active region.
6. Additional comments regarding development potential.
Approximately 50 acres have been identified as potentially developable land. The City of Santa Rosa's residential zoning designations provide for a range of potential densities on the site. Taking into account a potential mix of single family and multifamily housing units, an estimate of about 400 to about 800 housing units (at an average density ranging from about 8 to 16 du/acre) may be able to be accommodated on the property.
7. Is an Environmental Impact Report (EIR) expected to be required?
Yes.

8. Has any further thresholds for commercial space been determined?
No, but based on the community input some type of convenience retail would be desired by the neighborhood. Other commercial spaces such as office space may also be considered.
9. Some County agencies at Chanate are in the process of relocating to other County locations. Is it part of the plan to bring those agencies back to Chanate?
No, they will be permanently relocated off the Chanate campus. Those County agencies remaining at Chanate are the Morgue and Dept. of Health Services Administration. A list of lease holders and their lease terms are included in the RFP.

General Questions 10 thru 25 from Pre Proposal Conference #2

10. How can the public comment on Development Approaches if filed under separate cover?
The Preliminary Development Approach includes the financial terms, which are not made public during the RFP process. Opportunities for community comment will occur once the County presents the document for recommendation on developer selection based on the RFP to the Board of Supervisors. As described in the RFP, there will also be community outreach and community input during the master plan process, environmental review and land use approval process.
11. Is there a definition of “20% affordable” for housing?
There are no minimum or maximum income levels defined at this point. The RFP references both the County’s and City’s policies on affordable housing to provide initial guidance.
12. Are there any known endangered species on the property?
The County is not aware of any at this time.
13. Would the County consider having further geotechnical studies performed, and make available to all Proposers?
Kleinfelder suggested the County have a master seismic plan developed during the preliminary planning process. The plan could identify areas not for construction of buildings, but could contain areas for roads, parks, etc.
For further information, see Clarifications section in Addendum #3.
14. Will today’s powerpoint presentation be available on the website?
The County intends to make the powerpoint available on the Chanate website.
15. Is the County selling or leasing the property?
The County is open to all combinations of selling and leasing the property. However, the County is interested in a long term revenue stream from the property.
16. How can the County want long term revenue from the property, but is also open to selling the property?
The County recognizes that a combination of leasing and selling different parts of the property may need to occur in order to accomplish the County’s development objectives for the site.

17. Would the County consider selling the entire property "fee simple" to a developer?
The County would consider it.
18. Does the County have a price in mind for the property?
As indicated in the County's Surplus Property Notice and in Exhibit 1 to the RFP, the County expects to generate at least \$15 million in payments to Sonoma County.
19. Is there access to investigations that have occurred regarding the feasibility of reusing some of the buildings?
Existing investigations are available on the Chanate website.
20. Are there any criteria on who can register on the County's portal?
No, anyone can register.
21. Would the County allow outside consultants to access the buildings for further evaluation for reuse?
No, the County will not allow public access to the buildings, but existing investigations are available on the website for review.
22. Is there a formula to determine available sewer and water credits?
Section III.B page 7 of the RFP provides the best estimates for water and sewer credits at this time, based on prior use of the property. Since the credits are associated with particular areas of the site, the City of Santa Rosa would need to allow credits to be used more broadly across the site if needed to accomplish the site's holistic development.
23. Is the County considering temporarily housing the homeless in the approximately 200,000 square feet of vacant space?
No, the County is not considering this at this time.
24. Would the County consider keeping some of the land for health and human services, if included in a proposal?
The County is interested in a master plan of the entire site, and would consider services that were included in a plan.
25. Is the drainage swale in the southeast portion of the site in a wetland?
The County does not know at this time, and would need further investigation. The drainage swale was not included in the approximately 50 developable acres.

END of NOTES

PRE-PROPOSAL CONFERENCE ATTENDANCE

Sign-in List

Project: Chanate RFP

Meeting date: March 2, 2016 Time: 9 AM

Attendee Information

(Fill in information requested or tape business card in box)



COUNTY OF SONOMA
GENERAL SERVICES DEPARTMENT
FACILITIES DEVELOPMENT AND MANAGEMENT

TONI ANTHONY HOLLAND
SENIOR CAPITAL PROJECT MANAGER

2300 County Center Dr., Ste. A220
Santa Rosa, CA 95403
Email: Toni.Holland@sonoma-county.org

Phone (707) 565-3425
Fax (707) 565-3240

Scott Graefen
RLA CLC
Senior Landscape Architect



planners · civil engineers · landscape architects

www.firmadesigngroup.com

418 B Street, Third Floor, Santa Rosa, CA 95401
email scott@firmadesigngroup.com

707.792.1800 xt. 107
707.292.0893 mobile

RGH
CONSULTANTS

Jared Pratt, C.E.G.
Engineering Geologist
Vice President

Cell 707.695.3676
Direct 707.545.0120

jpratt@rghgeo.com
www.rghgeo.com

Firm:

Contact:

Address:

E-Mail

Phone:

Fax:

The Wilff Company
MARK GARRELL
2575 Washington St. #4
SF, CA 94115

mgarrell@awilff.com

(415) 837-3985

()

RGH
CONSULTANTS

Jared Pratt, C.E.G.
Engineering Geologist
Vice President

Cell 707.695.3676
Direct 707.545.0120

jpratt@rghgeo.com
www.rghgeo.com



BURBANK HOUSING
DEVELOPMENT CORPORATION

Mark Krug
Senior Project Manager

790 Sonoma Avenue
Santa Rosa, CA 95404
(707) 200-2339 Office/Fax
(707) 484-0389 Cell
mkrug@burbankhousing.org
www.burbankhousing.org

Firm:

Contact:

Address:

E-Mail

Phone:

Fax:

BLVD HSE CORP.
PAUL GARY
600 CAL STREET, 900
SF, CA
phred@pcgmail
(415) 235-3451

Matthew C. Cady
Managing Director of Client Relations
Southern California

office 949.333.2111
direct 949.333.2117
mobile 949.290.0208
fax 949.333.2131
mcady@lpc.com
www.lpcsocal.com

LINCOLN
PROPERTY
COMPANY

Lincoln Property Company Commercial, Inc.
114 Pacifica, Suite 370
Irvine, California 92618

PRE-PROPOSAL CONFERENCE ATTENDANCE

Sign-in List

Project: Chanate RFP

Meeting date: March 2, 2016 Time: 9 AM


Attendee Information

(Fill in information requested or tape business card in box)

Firm: Curt Johansen
Contact: _____
Address: _____
E-Mail: curt@terraverdeventures
Phone: (707) 567 0280
Fax: ()

Firm: Fillmore Capital Partners
Contact: Diane Olmstead
Address: 4 Embarcadero Ctr
San Francisco 94109
E-Mail: dolmstead@w3partnersllc.com
Phone: (415) 279 9252
Fax: ()


Firm: ~~KEN~~ SKIDMORE OWINGS & MERRILL
Contact: KEN SUZUKI
Address: _____
E-Mail: KENICHIRO.SUZUKI@SOM.COM
~~KENICHIRO.SUZUKI@GMAIL.COM~~
Phone: (415) 352 3809
Fax: ()

 **MidPen**
HOUSING

Felix AuYeung | Director of Business Development
fauyeung@midpen-housing.org

MidPen Housing Corporation
303 Vintage Park Drive, Suite 250, Foster City, CA 94404
t. 510.426.5667 c. 510.908.0644

Firm: SKIDMORE OWINGS & MERRILL
Contact: _____
Address: _____
E-Mail: MARIANA.MARVAEZ@SOM.COM
Phone: ()
Fax: ()

 **EDEN**
HOUSING


Woody Karp
Senior Project Developer
wkarp@edenhousing.org

22645 Grand Street
Hayward, CA 94541

510.582.1460 Phone
510.247.8119 Direct
510.582.0122 Fax
510.589.3483 Cell

www.edenhousing.org

Firm: Cornersbone Properties
Contact: Mike Wagner
Address: 5401 Old Redwood Hwy
Petaluma, CA 94954
E-Mail: mike@cornersbone-prop.com
Phone: (707) 478-7123
Fax: ()

 **Adobe**
Associates, Inc.

David R. Brown
Principal Engineer
LEED AP

Services

Land Development
Land Surveying &
Civil Engineering

PRE-PROPOSAL CONFERENCE ATTENDANCE

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Project: Chanate RFP

Meeting date: March 2, 2016 Time: 9 AM

Attendee Information

(Fill in information requested or tape business card in box)

Firm: Eleanor Pries, Design
Contact: Eleanor Pries
Address: _____

E-Mail: epries@gmail.com
Phone: () _____
Fax: () _____

Advocacy — Research — Collaboration

John Lowry, Housing Opportunities

(707) 823-0634
(707) 529-6521 Cell
johnlowryca@gmail.com
PO Box 346, Graton CA 95444

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Argonaut
CONSTRUCTORS

Marc Winters
Business Development

1236 Central Avenue • P.O. Box 639, Santa Rosa, California 95402
cell 707.483.5599 • 707.542.4862 • fax 707.542.3210
marcw@argonautconstructors.com
www.argonautconstructors.com

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GREG HURD, PE, PLS, LEED AP

Principal / Vice President

200 Fourth Street, Suite 300
Santa Rosa, CA 95401

phone 707.583.8500

direct 707.583.8519

cell 707.481.2301

email ghurd@bkf.com

website www.bkf.com



MidPen
HOUSING

Felix AuYeung | Director of Business Development
fauyeung@midpen-housing.org

MidPen Housing Corporation
303 Vintage Park Drive, Suite 250, Foster City, CA 94404
t. 510.426.5667 c. 510.908.0644

CAMPUS

PROPERTY GROUP

Robert D. Upton

12555 Dunbar Road, Glen Ellen CA 95442
phone 707 721 1193 • cell 415 298 8633
raption@campusproperty.com • www.campusproperty.com

Firm: _____
Contact: _____
Address: _____

E-Mail: _____
Phone: () _____
Fax: () _____

Firm: _____
Contact: _____
Address: _____

E-Mail: _____
Phone: () _____
Fax: () _____

PRE-PROPOSAL CONFERENCE ATTENDANCE


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Project: Chanate RFP

Meeting date: March 2, 2016 Time: 9 AM

Attendee Information

(Fill in information requested or tape business card in box)




THEODORE P. BAYHAM, CEG, GE
PRINCIPAL

101 California Street, Suite 875, San Francisco, CA 94111
T (415) 284-9900 | C (925) 570-5862 | D (707) 206-4001
tbayham@engeo.com

JH Community Partners
Curt Johansen, Principal

707.567.0280
curt@terraverdeventures.com
65 Washington Street, #178
Santa Clara, CA 95050



BURBANK HOUSING
DEVELOPMENT CORPORATION

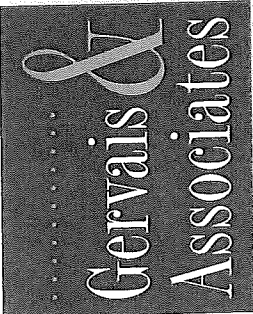
Chuck Cornell
Executive Director / CFO

790 Sonoma Avenue
Santa Rosa, CA 95404
(707) 303-1010
(707) 526-9811 Fax
ccornell@burbankhousing.org
www.burbankhousing.org



Curt Johansen
Board Chairman
Council of Infill Builders

2012 K Street
Sacramento, CA 95811
curt@terraverdeventures.com
www.councilofinfillbuilders.org
(707) 567-0280

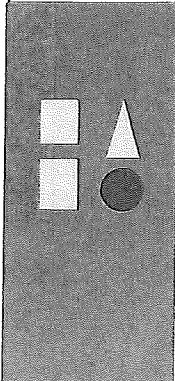


Gervais & Associates

Michelle Gervais
Principal

707.975.4736
50 Santa Rosa Avenue, Suite 400
Santa Rosa, California 95404
Michelle@Gervais-Associates.com

Firm: SIMEON
Contact: MIKE KIM
Address: 655 Montgomery
E-Mail: mkim@simprop.com
Phone: (415) 3675727
Fax: ()



Hedgpeth Architects

Warren J. Hedgpeth AIA | NCARB

707.523.7010 x101
warren@hedgpetharchitects.com
2321 Bethards Drive | Santa Rosa, CA 95405

Law Office of David Grabill

David Grabill, Attorney

1930 Alderbrook Lane, Santa Rosa, CA 95405
Tel: 707 528 6839
(732) 753 6153
E-Mail: dgrabill@gmail.com

PRE-PROPOSAL CONFERENCE ATTENDANCE

Sign-in List

Project: Chanate RFP

Meeting date: March 31, 2016 Time: 1:00 pm

Attendee Information

(Fill in information requested or tape business card in box)



William V. McCormick, CEG
Sr. Principal Engineering Geologist
Operations Manager
bmccormick@kleinfelder.com

2240 Northpoint Parkway
Santa Rosa, CA
95407

oI +1 707.571.1883
dI +1 707.543.8225
mI +1 707.953.1837
fI +1 707.571.7813

kleinfelder.com

Firm:
Contact:
Address:

BRIDGE
PAUL SEXY

E-Mail
Phone:
Fax:

pbsexy@gmail
(415) 235-3451

Firm:
Contact:
Address:

Komron Shahkh
907-899-7370
1088 Gables Ct
SE

E-Mail
Phone:
Fax:

Komronshahkh@gmail.com



Adrienne Lauby

Phone: (707) 742-3732
Meetings: 2nd and 4th Monday of each Month
First United Methodist Church, McMullin Room
1551 Montgomery St, Santa Rosa
E-mail: Adrienne@sonic.net
Blog: voicesonhomelessness.blogspot.com
Facebook: <https://www.facebook.com/Homeless-Action-379217005553363/>



BLAYDES & ASSOCIATES

Paula Blaydes
Principal

Environmental, Land Use & Regulatory Consulting

1275 Fourth St. #214 (707) 537-8727 Phone
Santa Rosa, CA 95404 (707) 889-2540 Mobile
peblaydes@comcast.net

Advocacy — Research — Collaboration

John Lowry, Housing Opportunities

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email ghurd@bkf.com
website www.bkf.com



BURBANK HOUSING
DEVELOPMENT CORPORATION

Chuck Cornell
Executive Director / CFO

790 Sonoma Avenue
Santa Rosa, CA 95404
(707) 303-1010
(707) 526-9811 Fax
ccornell@burbankhousing.org
www.burbankhousing.org

PRE-PROPOSAL CONFERENCE ATTENDANCE

Sign-in List

Project: Chanate RFP

Meeting date: March 31, 2016 Time: 1:00 pm

Attendee Information

(Fill in information requested or tape business card in box)



Firm: _____
Contact: _____
Address: _____

E-Mail _____
Phone: (____) _____
Fax: (____) _____

Firm: JH Comm Partners
Contact: Art Johnson
Address: _____

E-Mail art@farayende
Phone: (____) ventures.com
Fax: (____) _____

Firm: _____
Contact: _____
Address: _____

E-Mail _____
Phone: (____) _____
Fax: (____) _____

Firm: _____
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Address: _____

E-Mail _____
Phone: (____) _____
Fax: (____) _____

PRE-PROPOSAL CONFERENCE ATTENDANCE

Sign-in List

Project: Chanate RFP

Meeting date: March 31, 2016 Time: 1:00 pm

Attendee Information

(Fill in information requested or tape business card in box)

Firm:	<u>BURBANK HOUSING</u>
Contact:	<u>PASCAL SISICH</u>
Address:	
E-Mail:	<u>psisich@BURBANKHOUSING.ORG</u>
Phone:	()
Fax:	()

Firm:	
Contact:	
Address:	
E-Mail:	
Phone:	()
Fax:	()


Law Office of David Grabill

David Grabill, Attorney

1930 Alderbrook Lane, Santa Rosa, CA 95405
Tel: 707 528 6839
(732) 753 6153
E-Mail: dgrabill@gmail.com

Firm:	
Contact:	
Address:	
E-Mail:	
Phone:	()
Fax:	()

SKIDMORE, OWINGS & MERRILL LLP
ONE FRONT STREET
SAN FRANCISCO, CA 94111

KENICHIRO SUZUKI
ASSOCIATE

T (415) 352-3809
F (415) 398-3214
KENICHIRO.SUZUKI@SOM.COM

Firm:	
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